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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : E. R. Saunders,  
Comptroller

DATE: 29 December 1959

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FROM : [REDACTED]  
Payroll Branch, Fiscal Division

SUBJECT: Advance Annual Leave - Mr. [REDACTED]

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After a search of the Decisions of the Comptroller General and conversations with Mr. Ben Williams, General Accounting Office Auditor (who made various calls to different persons in the General Accounting Office), it was determined that, while there was no Decision banning the grant of such requests for advanced annual leave, there was a decision providing for the situation where a person used more annual leave in one year than he accrued during that same current leave year. There follows a citation of Comptroller General Decision - 32 Compt. Gen. page 298 - B-113100:

".....Accordingly, you are advised that, in the absence of a leave regulation by the Civil Service Commission providing that, in the case of employees who are required to take annual leave in advance of its accrual, deduction of overdrawn annual leave may be made from accruals in the following year, collection must be made at the end of the leave year on account of leave taken but unearned."

This decision is repeated in the Federal Personnel Manual, section L-1-20 "Section 30.301."

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CIA Regulation [REDACTED] parts 2 & 3 provide for the Office of the Comptroller's responsibility for controlling leave and the limitation by the Agency that an employee can be granted advanced annual leave up to the amount he would earn during the current leave year.

Mr. William's opinion on the "hypothetical annual leave advance" was that if the leave was advanced at this date, it would have to be refunded by collection almost immediately - 9 January 1960.

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